



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 13-119**



Dual Advertisement with Technician Advertisement F960397

<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Maintenance Management Analyst Craftsman	AFSC: 2R0X1	OPEN DATE: 16 SEPTEMBER 2013	CLOSE DATE: 1 OCTOBER 2013
UNIT OF ACTIVITY/DUTY LOCATION: 168th Maintenance Operations Flight, Eielson AFB, Alaska		GRADE REQUIREMENT: Minimum: E4 (On-board only bring EA) Maximum: E6	
SELECTING SUPERVISOR: CMSgt Sawyer	VACANCY: 0955438	PHYSICAL PROFILE: PULHES – 333233	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR **(MUST HOLD ADVERTISED AFSC)** (selectee will transfer current employment authorization)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Monitor, collect, assemble, and audit data for reports and briefings
- Initiate special studies and investigations, and perform statistical analysis
- Report findings to managers with recommendations
- Inform managers of significant factors affecting the mission
- Manage and operate maintenance management information systems (MIS), and perform functional system administrator (FSA) duties
- Collect, monitor, audit, evaluate, and analyze MIS data
- Periodically audit source data for accuracy, timeliness, and compliance with directives
- Collect and maintain data for use in analysis reports, studies, and problem identification
- Using statistical techniques, interpret findings from data, identify trends and significant deviations, and recommends corrective action
- Analyze deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions
- Prepare visual media for analysis studies
- Prepare written reports and special studies; and presents recommendations and briefings to senior managers
- Control, manage, and maintain MISs
- Perform FSA duties
- Coordinate, effect development, and schedule MIS products, retrievals, and other programs
- Identify problems and recommends and applies corrective actions related to MIS operation and maintenance
- Identify and report database problems and issues
- Coordinate with appropriate information management and processing centers to ensure automated systems capability and compatibility with customer requirements are met
- Focal point for MIS requirements and enhancements
- Forward requirements/enhancements to higher headquarters for approval
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – GENERAL - 55
- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- STENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- AFSC not open to non-United States Citizens. AFSC identified are open to United States nationals
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of maintenance and operations organization management and procedures applying to aircraft, missiles, communications-electronics, space systems, or related equipment; applied statistical, analytical data systems design procedures; MIS and desktop computer operation and use; and concepts and application of directives
- Experience performing or supervising analysis functions and activities

See page 2 for All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
6. Cover Letter & Resume
7. Last 3 Enlisted Performance Evaluations (If applicable)
8. CURRENT AGR/Mobility/ADSW Orders (If applicable)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Letters of Recommendation will be accepted

****SUBMIT SINGLE SIDED DOCUMENTS / NO STAPLES / NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.